

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-015

TO: Charter School Administrators, Directors, Principals

FROM: Maggie Singler

DATE: November 14, 2003

SUBJECT: November 17, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The November 17, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts> . If you need help finding or viewing these reports please contact a Regional Training Center (RTC) <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on student lists submitted by September 19, 2003 or if applicable, 40th day counts due by October 31, 2003. All charter schools, regardless of sponsorship, must have submitted a student list or 40th day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a November payment. It is the responsibility of each charter school to verify that the Charter School Estimated Count report, or ADMS46-1 Report for 40th day if applicable, posted on their web page (<http://www.ade.az.gov/districts>), accurately reflects the data submitted.

In the event that you did not receive a November 17, 2003 payment, it may be due to a decrease in ADM from estimates to 40th day, missing or late submitted ADM counts or having received overpayments in prior months. Future payments will be based on the 40th and 100th day SAIS information submitted by your Charter. If your Charter has not reached its 40th day plus 12 days, your payments will continue to be based on the latest submitted FY2004 enrollment lists. Charter schools should revise their estimated counts each month to accurately reflect the actual student registration until the charter has reached its 40th day. Any change in student counts on the CHAR55-1 will impact the calculated payment on CHAR64-1. If you have questions about student counts please contact either Karla Dunn at (602) 542-8240 or by email at kdunn@ade.az.gov or, Steve Murosky at (602) 542-8239 or by email at smurosk@ade.az.gov .

FY03 equalization adjustments for 200th day ADM are included on the CHAR64-1 report for the November 17, 2003 payment calculation. Please contact me if you have questions or concerns regarding the adjustment.

Corrections to FY 2002-03 state aid are being processed and are projected to be completed by November 28, 2003. Please check the Bulletin Board on November 28, 2003 for information regarding the location of individual charter calculations (<http://www.ade.az.gov/schoolfinance/BulletinBoard/>). The data on the current FY2002-03 ADMS46-1, SPED28 and ELL10 will be used for the recalculation of FY2002-03 state aid. If the current reports are not correct, contact Steve Murosky at (602) 542-8239 or by email at smurosk@ade.az.gov .

If you have any questions regarding your equalization calculation or payments please contact me at (602) 542-8244 or by email at msingle@ade.az.gov .

November 17, 2003